

# 2. Student Attendance and Punctuality Policy

“All students are strictly instructed to have a minimum of 75% attendance as per the rules and regulations of Council for the Indian School Certificate Examinations (CISCE). The school thereby also instructs the students to adhere to the timings of the school and be regular and punctual to the classes”

## Motto

Duty and Discipline

### 2.1 Aims and Objectives

1. To enhance the quality of learning and teaching through regular attendance
2. To ensure continuity of learning, thereby making progress and retention easier
3. To ensure proper results during tests and final examination
4. To instil discipline and work ethics among the students from an early age
5. To ensure least obstruction is faced by the teachers and students
6. To ensure reliability in the child which will be helpful for their further education and employment

### 2.2 Key Points

1. Regular attendance and being punctual are two very important habits that should be well structured into the developmental framework of children from a very early age. With this policy, the school ensures to stand by its motto and bring the best out of children, attempting to make them reliable human beings.
2. The required time of entry to the school is described below:
  - For the Primary section which constitute from classes 1 to 5 the time of entry is 7:10 am on all working days
  - For the Secondary section including classes 6 to 10 the time of entry is 11:10 am on all working days
  - Lastly, for the Senior secondary section which has classes 11 and 12, all students are strictly instructed to be inside the school premises by 8:10 am

[Note: Due to the ongoing Covid-19 situation, the timings of the school are subject to change. Students and guardians will be informed through the school app if any changes are made in future]

c. Any delay caused due to unforeseen circumstances like traffic or troubles with public transport should be reported to the school authority along with the validity of the event as soon as possible

d. As per the dictates of CISCE, candidates with attendance below 75% of the working days are will not eligible to sit for their board examination, unless special circumstances are brought into light.